



FINAL ADOPTED

Town of Apex Housing Advisory Board

Regular Meeting Minutes
January 28, 2022 @ 3:00 PM
Virtual – Microsoft Teams

Meeting Purpose

The main purpose of this meeting was to: (1) review and approve Rules of Procedure; (2) review Affordable Housing Plan, (3) review Affordable Housing Incentive Zoning Policy; and (4) schedule Special Meeting for Affordable Housing Incentive Zoning Policy agenda item.

Agenda Item #1: Roll Call and Introductions

Board Member Roll Call:

1. Audra Killingsworth (Non-Voting) – Present
2. Tina Sherman (Non-Voting) – Present
3. Philip J. Welch, Jr., Chair (Voting) – Present
4. Rhett Fussell, Vice-Chair (Voting) – Present
5. Valeria Cesanelli (Voting) – Present
6. Paul Kane (Voting) – Present
7. Seth Freidman (Voting) – Present
8. Jacob Rogers (Voting) – Present
9. Martha L. Rodgers (Voting) - Present

Staff Present:

1. Christopher “C.J.” Valenzuela, Housing Program Manager (Town of Apex Planning)
2. Noor Sandhu, Housing Community and Programs Specialist (Town of Apex Planning)
3. Dianne Khin, Planning Director (Town of Apex Planning)
4. Amanda Bunce, Current Planning Manager (Town of Apex Planning)
5. Shannon Cox, Long Range Planning Manager (Town of Apex Planning)
6. Tesa Silver, Deputy Town Clerk

Agenda Item #2: Rules of Procedure (New Business Action Item)

Agenda Item Summary:

- Christopher “C.J.” Valenzuela, Housing Program Manager (Town of Apex Planning) presented item to the Board.
- Tesa Silver, Deputy Town Clerk, informed the Board, that the Town cannot virtually live stream two meetings (Environmental Advisory Board and Housing Advisory Board) at the same time
- After discussion between the Board, the Board decided to hold regular recurring meetings on the 1st Thursday of every quarter (every 3 months) at 5:00 PM either virtually or in-person at Town Hall (3rd Floor Training Room A).



Recommended Motion: Recommend approval of Rules of Procedure

- First Motion: Martha L. Rodgers
- Second Motion: Tina Sherman

Board Member Roll Call Vote:

1. Audra Killingsworth (Non-Voting) – N/A
2. Tina Sherman (Non-Voting) – N/A
3. Philip J. Welch, Jr., Chair (Voting) – Approve
4. Rhett Fussell, Vice-Chair (Voting) – Approve
5. Valeria Cesanelli (Voting) – Approve
6. Paul Kane (Voting) – Approve
7. Seth Freidman (Voting) – Approve
8. Jacob Rogers (Voting) – Approve
9. Martha L. Rodgers (Voting) - Approve

Outcome: Rules of Procedure was adopted by the Board.

Agenda Item #3: Affordable Housing Plan Overview (New Business Information Item)

Agenda Item Summary:

- Christopher “C.J.” Valenzuela, Housing Program Manager (Town of Apex Planning) presented item to the Board.
- Chair Welch, Jr. asked if the Board could see reports as the Dashboard is being put together in the future
- Board Member Cesanelli asked who are the non-profit partners that are getting the word out
- Chair Welch, Jr. commented to have a list of non-profit members for the Board to review in the future

Agenda Item #4: Affordable Housing Incentive Zoning Policy Overview (New Business Information Item)

Agenda Item Summary:

- Christopher “C.J.” Valenzuela, Housing Program Manager (Town of Apex Planning) presented item to the Board.
- Board Member Killingsworth and Board Member Friedman asked to email the PowerPoint presentation
- Board Member Kane asked about the condition to seek rezoning for a project and if this would be required
- Board Member Kane offered to do a survey of the proposed incentives among developers
- Chair Welch, Jr. asked Board Member Kane to consider types of rezoning that would be offered to developers
- Board Member Sherman commented to engage many stakeholders into the conversation and not just market-rate developers
- Board Member Rogers commented to also poll developers and to expedite the process like the Wake County Committee
- Board Member Cesanelli commented how to facilitate diverse housing and if the incentives put Apex



into a competitive environment and how it will look in the end

- Board Member Killingsworth commented that polling would be valuable, and that the policy should work to incentivize
- Vice-Chair Fussell commented that most non-profits consider expedited processing as very important
- Vice-Chair Fussell commented how the timeline of special meetings would be impacted with polling developers as a concern
- Chair Welch, Jr. asked if the meeting should be moved to accommodate polling feedback from the market-rate community
- Board Member Killingsworth commented that moving the tentative policy deadline of March 31, 2022 further out should not be an issue with Town Council
- Shannon Cox, Long Range Planning Manager (Town of Apex Planning) asked if it would be helpful for Town staff to assist with the survey process
- Board Member Killingsworth commented that Town staff has experience with the survey process and can be a valuable resource

Agenda Item #5: Schedule Special Meeting for Affordable Housing Incentive Zoning Policy Agenda Item (New Business Action Item)

Agenda Item Summary:

- Christopher “C.J.” Valenzuela, Housing Program Manager (Town of Apex Planning) presented item to the Board.
- Board Member Sherman commented to do a doodle poll for special meetings
- Chair Welch, Jr. suggested to coordinate with Tesa Silver, Deputy Town Clerk for special meeting dates
- Vice-Chair Fussell asked if three weeks is enough time for feedback for the poll
- Chair Welch, Jr. asked if the polling timeline would be possible in three weeks
- Board Member Kane said three weeks would be ambitious and unlikely
- Chair Welch, Jr. directed Town staff to send out a doodle poll to the Board Members to consider special meeting dates and times

Recommended Motion: Recommend scheduling virtual Special Meeting for Affordable Housing Incentive Zoning Policy Agenda Item

- First Motion: None
- Second Motion: None

Board Member Roll Call Vote:

1. Audra Killingsworth (Non-Voting) – N/A
2. Tina Sherman (Non-Voting) – N/A
3. Philip J. Welch, Jr., Chair (Voting) – None
4. Rhett Fussell, Vice-Chair (Voting) – None
5. Valeria Cesanelli (Voting) – None
6. Paul Kane (Voting) – None
7. Seth Freidman (Voting) – None
8. Jacob Rogers (Voting) – None
9. Martha L. Rodgers (Voting) – None



Outcome: No Vote on Motion. Direction from Board for Town staff to send out a doodle poll to consider various dates and times for an upcoming Special Meeting for the Affordable Housing Incentive Zoning Policy agenda item.

Motion to Adjourn Meeting:

First Motion: Chair Welch, Jr.

Second Motion: Vice-Chair Fussell

End of Meeting